

## City of Allentown Mobile Vendor Application

Owner(s) name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) home address: \_\_\_\_\_

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Primary phone #: \_\_\_\_\_ Secondary phone #: \_\_\_\_\_

Vending address preference(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Number of employees: \_\_\_\_\_

Proposed days and hours of operations: \_\_\_\_\_

\_\_\_\_\_

Detailed description of goods to be sold:

\_\_\_\_\_

\_\_\_\_\_

Description of stand, pushcart or motor vehicle including dimensions, construction and appearance

(please include diagrams, photos, blueprints and/or drawings): \_\_\_\_\_

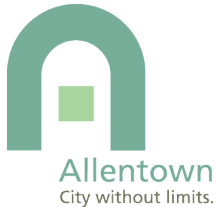
\_\_\_\_\_

\_\_\_\_\_

Motor vehicle license #: \_\_\_\_\_ Motor vehicle registration #: \_\_\_\_\_

(motor vehicle information must be provided if a motor vehicle is used in the operation of the business)

Business license #: \_\_\_\_\_ Health license# (if applicable): \_\_\_\_\_



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### Attach the following documents:

1. Photo Identification
2. Proof of Liability Insurance Coverage (\$1,000,000)
3. Mobile Vendor Application Fee \$50 (non-refundable)

Note: Falsification of any statement made herein is an offense punishable by a fine or imprisonment or both. After your application is approved, you will be required to pay at \$250 annual license fee (valid from January – December during a calendar year) prior to receiving your license tag.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

Zoning Bureau Approval: \_\_\_\_\_  
Name Date

Health Bureau Approval: \_\_\_\_\_  
Name Date

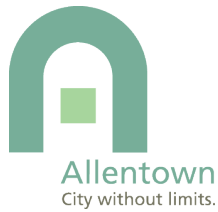
Engineering Bureau Approval: \_\_\_\_\_  
Name Date

Business Dev Office Approval: \_\_\_\_\_  
Name Date

VLRC Approval: \_\_\_\_\_  
Name Date

☐ Has business license      ☐ Submitted photo ID      ☐ Submitted insurance information

☐ Paid \$50 application fee      ☐ Paid \$250 annual license fee



## **City of Allentown Mobile Vendor Application**

### **Mobile Vendor Application Process**

1. Applicant completes the mobile vendor application form and submits the form and all required documents, including the \$50 application fee to the City of Allentown, Business Development Office located on the 3<sup>rd</sup> floor in City Hall, 435 Hamilton Street, Allentown, PA 18101.
2. Business Development Office reviews the application and circulates the application to the appropriate City Departments for approval (i.e., the Health Department approves the food license; the Zoning Office approves the location; the Bureau of Engineering approves the encroachments).
3. After the appropriate City Departments approve the application, the Vendor License Review Committee (VLRC) reviews the application.
4. If approved, a mobile vendor license will be issued in the name of the business within 30 days of the VLRC's review.
5. A signed lease agreement or a letter of agreement from the closest property owner must be submitted once VLRC has approved the applicant's location(s).
6. The mobile vendor license must be paid before license tag is issued (\$250).
7. The mobile vendor license is an annual license that is valid throughout the calendar year for which it is issued (January 1-December 31). All permits expire at the end of each year.

### **IMPORTANT**

- ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH FILLING an APPLICATION. PARTIAL DOCUMENTATION WILL NOT BE ACCEPTED
- THE OWNER AND BUSINESS NAME MUST BE SPELLED EXACTLY THE SAME ON ALL SUBMITTED DOCUMENTS.

### **City of Allentown Phone Numbers**

- Business Development Office (to submit your Mobile Vendor Application): (610) 439-5964
- Health Bureau (for your health license): (610) 437-7759
- Zoning Office (for zoning approval): (610) 437-7630